Call for Expression of Interest (EoI) Services

Dear Sir/Madam,

The Secretariat of the Benguela Current Convention (BCC) invites you to submit an EoI of external audit services for the BCC as detailed in Annexure A.

Expression of interest including the company profile, technical proposal, curriculum vitae and financial proposal should be submitted to Benguela Current Convention (BCC) – Secretariat, P/Bag 5031 Swakopmund or at No 1 Strand Street, Swakopmund, alternatively to laimy@benguelacc.org on or before 21 February, 2020.

It shall remain your responsibility to ensure that your EoI reaches the above address on or before the deadline. EoI received by BCC after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your EoI by email, kindly ensure that it is signed, is in PDF format, and free from any virus or corrupted files.

Your EoI should separate professional fees from any other costs related to the assignment.

Thank you and we look forward to receiving your submission.

Sincerely yours,

[Signature]

Ms. Thandiwe Gxaba
Acting Executive Secretary
Benguela Current Convention
ANNEXURE A

1. ABOUT THE BENGUELA CURRENT CONVENTION

The Benguela Current Convention (BCC) is a multi-sectoral initiative by Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). On 18 March 2013, the Parties signed the Benguela Current Convention, a ground-breaking environmental treaty that entrenches the BCC as a permanent inter-governmental organization. The objective of the Convention is to promote a coordinated approach to the long-term conservation, protection, rehabilitation, enhancement and sustainable use of the BCLME, in order to provide economic, environmental and social benefits. It provides a legal framework for cross-border cooperation between the Parties. The Convention entered into force on 10 December 2015 after deposition of instruments by all Parties, and was subsequently registered with the Secretary General of the United Nations on 13 July 2016.

2. THE OVERALL OBJECTIVE

The objective of this bid is to appoint a suitable service provider, who will be able to express an independent opinion on the BCC Financial Statements for the relevant financial year and who will be able to do the compilation and fair presentation of the Annual Financial Statements.

3. CONTRACT PERIOD

The duration of the contract is for a period of 3 (three) years.

4. AUDITING AND COMPILATION STANDARDS

The audit should be carried out in accordance with International Standards on Auditing (ISA), the international organization of Supreme Audit Institutions (INTOSAI) or national standards that comply with ISA or INTOSAI in all material respects and should include such tests and auditing procedures which the auditor considers necessary under the circumstances. The Compilations of the Annual Financial Statements should be done in accordance with International Financial Reporting Standards for Small and Medium Sized Entities (IFRS for SME’s) and the Companies Act of Namibia under the International Standard on Related Services (ISRS) 4410 (Revised).

5. SCOPE OF WORK
The auditor will mainly focus on the following:

(a) Identify and assess the risks of material misstatement of the financial Statements, whether due to fraud or error.
(b) Carry out tests of transactions as necessary, and will obtain an understanding of the Secretariat accounting system, to assess its adequacy as a basis for the preparation of the financial statements.
(c) To establish whether adequate records have been maintained;
(d) Obtain an understanding of the internal control relevant to the audit and express an opinion on the effectiveness of the entity’s internal control.
(e) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures.

The auditor should pay special attention to the following:

(a) BCC funds have been provided and used in accordance with the Secretariat policies and procedures in place, and used only for the purpose as per approved budget.
(b) Goods and services financed have been procured in accordance with sound procurement procedures spelled out in the BCC Procurement policy.
(c) All necessary supporting documents, records and accounts have been kept in respect of all BCC activities, with clear linkages between the books of account and reports presented to the Commission, and development partners.
(d) The existing practices and procedures are adequate, in line with the Policies and Procedures approved by the Commission, and shared with the development partners.
(e) The amounts disbursed to BCC by member States are accurately recorded.

6. SPECIFIC AREAS OF ATTENTION

(a) Bank Accounts
In addition to the BCC financial statements and expenditure, the auditors is expected to verify the movement of funds in the BCC main accounts and to verify the accuracy of the reconciliations prepared by the Secretariat.

This entails verifying that:
- Withdrawals were properly authorized;
- All interest due was credited by the bank and properly recorded by Secretariat
(b) Internal control systems

The auditor will conduct an in-depth and exhaustive review of the internal control systems to have sufficient knowledge of the procedures underpinning the systems, as contained in the BCC policies. The auditor will assess the soundness and adequacy of the Secretariat procedures, and whether those procedures are consistently applied in the normal course of the operations. The audit findings will be reported in the management letter as appropriate.

The above-defined scope does not in any way restrict the audit procedures or the techniques that the auditor may wish to use in forming an opinion on the mentioned reports.

5. BCC FINANCIAL STATEMENTS

The BCC Financial statements should include:

(a) A Statement of Financial Position reflecting the assets, liabilities and funding's

(b) A Statement of Comprehensive Income reflecting cash receipts and payments which recognizes all cash receipts, and cash balances controlled by the Secretariat and separately identifies payments by third parties on behalf of the Secretariat.

(c) Statement of Changes in Equity and Cash Flows.

(d) Notes to the Financial Statements which includes a summary of all significant accounting policies.

6. AUDIT REPORT

The auditors are expected to presents two types of reports: An opinion on the fair presentation of the Annual Financial Statements and a report on the adequacy of the internal controls adopted by the Secretariat.

7. GENERAL

The auditor will be given access to all legal documents, correspondence and any other information associated with the Secretariat that may reasonably be deemed necessary to enable him/her to
undertake the audit. This should include, but not be limited to copies of the BCC Conventions, Headquarters’ agreement and copy of the Projects agreements and previous Annual audit Reports if needed.

8. AUDITOR’S QUALIFICATIONS

Proposals should clearly indicate whether or not bid participants have the capacity to meet the requirements of the ToR: experience, skills and ability of service provider past experience in similar work of this nature. Team member experience (accompanied by brief CV’s) and track record. Ability of the bidder to fulfill the BCC requirements. Proposals must contain the details of the proposed approach to be adopted in order to deliver the service in accordance with the ToR. Bidder must allocate a chief auditor for this audit engagement. The proposal should contain a work plan, showing tasks and timelines.

a) The auditor must be completely impartial and independent from all aspects of management or financial interest in the Secretariat being audited. The auditor should not, during the period covered by the audit or during the undertaking have close business relationships with any senior participant in the management of the Secretariat.

b) The auditor should be experienced in applying either ISA or INTOSAI audit standards, whichever is applicable for this audit. The auditor must employ adequate staff with appropriate professional qualifications and suitable experience with ISA or INTOSAI standards, including experience in auditing the accounts of secretariat comparable in size and complexity to the entity being audited.

c) Curriculum Vitae (CV’s) should be provided to the client by the principal of the firm of auditors who would be responsible for signing the opinion, together with the CVs of managers, supervisors and key personnel proposed as part of the audit team. It would be appropriate to indicate required/minimum professional qualifications necessary for the senior auditors/principals responsible for the audit. CVs should include details on audits carried out by the applicable staff, including ongoing assignments indicating capability and capacity to undertake the audit.

9. Technical Approach and Execution Plan

Proposals must contain the details of the proposed approach to be adopted in order to deliver the service in accordance with the ToR.

10. ADDITIONAL INFORMATION

10.1. Evaluation of tenders

a) The contract will be awarded from the qualifying tenders as per the following criteria:
i. Responsive/compliant/acceptable, and
ii. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the tender proposal. In this regard, the respective weight of the proposals are as follows:

a. Technical Criteria weight is 70%
b. Financial Criteria weight is 30%

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Competence (based on CV, Proposal and interview (if required))</td>
<td>70%</td>
<td>100</td>
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<tr>
<td>Specific or Technical relevant Knowledge and experience</td>
<td>40%</td>
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<tr>
<td>Comprehensiveness of the methodology/approach</td>
<td>30%</td>
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<tr>
<td>Understanding of Terms of References</td>
<td>10%</td>
<td></td>
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<tr>
<td>Qualification of proposed personnel (key expert or qualified firm)</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>Financial (Lower Offer/Offer*100)</td>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>Total Score</td>
<td></td>
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10.2. Modification of terms

The BCC Secretariat reserves the right to add, modify or omit certain portions of the tender scope at any time at its sole discretion. This includes the right to cancel this tender at any time prior to entering into a contract with the successful bidder.

10.3. Tender award

The contract will be awarded to a successful bidder within 60 days of closing of this tender and the successful bidder will commence work within four (4) weeks from the date of signature, by all parties.

10.4. Prime contractor relationship

The BCC Secretariat will enter into a contract with only one successful bidder.

10.5. Confidentiality

i. Tenders submitted will not be revealed to any other bidders.
ii. The BCC Secretariat reserves the right to seek clarification or verification of any information contained in the tenders.
iii. All information pertaining to BCC obtained by the bidder as a result of participation in this tender is confidential and must not be disclosed without written authorisation from the Executive Secretary of BCC.

10.6. Ownership of data

All tenders, including any supporting documents and/or training materials or any other documentation with reference to this tender, submitted to the BCC Secretariat becomes the property of BCC.
Any data of whatever nature resulting from the provision of the Products and Services shall be the property of BCC and may be used by BCC without restriction. All data or information that may be shared with the successful bidder during the provision of the Products and Services shall upon termination of the contract, be returned to the BCC Secretariat.

11. SUBMISSION OF PROPOSALS/BIDS

The deadline for the submission of tenders is **21 February 2020**

The Proposal shall comprise the following documents in both hard copy and in electronic copy (flash disk in rich text format):

- **a)** Technical Component (six copies)
- **b)** Financial Component (six copies)

Technical and Financial components must each be in separate envelopes. The Proposal shall be sealed in one outer and two inner envelopes, as detailed below:

The outer envelope shall be addressed and posted or couriered to:

The Executive Secretary  
Benguela Current Convention  
1 Strand Street, Swakopmund  
Private Bag 5031, Swakopmund  
Benguela Current Convention Secretariat  
Swakopmund

Both inside envelopes shall indicate your firm's name and address. The first inner envelope shall be clearly marked **Technical Proposal – External audit** and should contain your proposal (both hard copy and electronic versions). The second inner envelope shall be marked **Financial Proposal – External audit** and include your financial proposal" (both hard copy and electronic versions).

The Financial Proposal should remain **valid for 90 (ninety) days** from the tender closing date.

The BCC may decide to reserve the right to annul the tendering process and not award the contracts.

12. TECHNICAL PROPOSAL

Bidders must address all the issues and requirements which appear in this Annexure A.

12.1. UNDERSTANDING OF THE ASSIGNMENT

A detailed proposal indicating a clear understanding of the Terms of Reference and the methodology to be applied will be required.
13. TECHNICAL REQUIREMENTS

i. A one-page letter of introduction identifying the bidder and signed by the person(s) authorised to bind
the bidder to statements made in the proposal.

ii. Complete CV, certified qualifications and other documentation in support of the CV.

iii. Proof of technical knowledge or qualifications or experience of staff that will carry out the work as
specified in the deliverables.


v. All bidders are required to clearly state the name of the Primary Party with whom the BCC Secretariat
will enter into an Agreement. In the event of a consortium, or group of companies jointly delivering a
response, full details are required of each of the legal entities involved.

vi. Description of role or element of the proposal to be fulfilled by any third-party and the full contact
details of any third-parties involved in the proposal (if applicable).

14. REFERENCES

i. A record of previous similar assignments undertaken by the bidder.

ii. Bidders must provide a minimum of three (3) clients (names, addresses and telephone numbers)
who may be contacted for references in connection with the scope of work.

iii. These references should be current, stipulate the nature of work undertaken, the financial value of
the Services offered and where the work was executed.

iv. The BCC Secretariat reserves the right to undertake a full background check on all references
submitted prior to awarding the contract.